

LOUISIANA DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE OF AGING AND ADULT SERVICES



Level of Care Eligibility Tool

LOCET User Manual for Nursing Facility Personnel Version 2.0

OAAS Policy Section
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This manual provides instruction on how to conduct a LOCET interview in connection with Level of Care Screening for OAAS Long Term Care services in Nursing Facilities.

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Louisiana DHH

Level of Care Eligibility Tool

LOCET User Manual for Nursing Facility Personnel

1.0 Definition of Terms:

ADHC Adult Day Health Care waiver program A Medicaid waiver service which provides direct care for the physically and/or mentally impaired. It provides a pre-determined number of hours per day of oversight for the individual in a licensed day care center. These services allow them to live in the community instead of a Nursing Home or Institution.

Adult Residential Center (Assisted Living)/ Board and care A facility or residence which provides adult residential care for compensation to two or more adults who are unrelated to the licensee or operator. Adult residential care includes but is not limited to the following services: lodging, meals, medication administration, intermittent nursing services, assistance with personal hygiene, assistance with transfers and ambulation, assistance with dressing, housekeeping, and laundry.

Applicant A person who applies for a program administered by the Department of Health and Hospitals.

Approved by Override A status which is assigned by OAAS Administrator input. This status will be used to denote an approved OAAS Review of a previously denied LOCET. It will also be used to identify an approval by Bureau of Appeals on an Appeal case.

Approved Status LOCET status which indicates that Level of Care Eligibility was met on at least one Pathway.

ARCP An Adult Residential Care Program (see above definition for Adult Residential Center [Assisted Living]/board and care)

Audit Review Determination LOCET completed as part of regular, on-going audit review functions. An Audit Review Determination is completed by a DHH-designated reviewer for audit purposes. The Audit Review Determination supersedes the original LOCET determination.

Caregiver A person who gives care for an individual. An informal caregiver does not receive payment for the care received. A paid (formal) caregiver receives monetary compensation for the services rendered. If a caregiver spends any of his/her time giving care as an unpaid, informal caregiver, this person should be considered an “informal” caregiver. Item B.10 on the LOCET should refer to him/her. See Section 4.11.7.1.

Curator An individual who has been legally appointed to represent a person of the age of majority, or an emancipated minor, who due to an infirmity, is unable consistently to make reasoned decision regarding the care of his person and property, or to communicate those decision, and whose interest cannot be protected by less restrictive means.¹

Delusions “Fixed, false beliefs not shared by others that the applicant holds even when there is obvious proof or evidence to the contrary (e.g., belief that he or she is terminally ill; belief that spouse is having an affair; belief that food is poisoned).”²

Denied Status LOCET status which indicates that Level of Care Eligibility was not met. (An applicant whose LOCET is in denied status has the right to request an appeal with the DHH Bureau of Appeals.)

EDA (Elderly and Disabled Adult waiver program) A Medicaid Home and Community-based service waiver providing alternative services to individuals. These services allow them to live in the community instead of a Nursing Home or Institution.

Extensive Assistance Assistance involving weight-bearing which was provided 3 or more times in look-back period.

Guided Maneuvering Assistance by physical guidance of limbs. This is non-weight-bearing assistance.

Hallucinations “ False perceptions that occur in the absence of any real stimuli. An hallucination may be auditory (e.g., hearing voices). Visual (e.g., seeing people, animals), tactile

¹ Louisiana Civil Code Articles 389-392

² Morris JN, Fries BE, Bernabei R, et al. RAI-Home Care (RAI-HC)© Assessment Manual for Version 2.0. *InterRAI Corporation*. 2002:2.0; p.97.

(e.g., feeling bugs crawling over skin), olfactory (e.g., smelling poisonous fumes), or gustatory (e.g., having strange tastes).”³

Hemodialysis “A method for removing unwanted byproducts from the blood of clients with renal insufficiency or renal failure through the use of a machine (dialyzer).”⁴

Hospital A facility that operates 24 hours a day, seven days a week to provide diagnosis, treatment and care of persons who are suffering from illness, injury, infirmity or deformity or other physical or mental condition for which medical, surgical and/or obstetrical services would be available and appropriate, and who may be admitted for emergency or overnight stay or longer.

ICF/DD Intermediate Care Facility for the Developmentally Disabled. ICF/DD specifically refers to a facility that operates 24 hours a day and provides lodging, meals, maintenance, personal care and health or rehabilitative services to persons with developmental disabilities.

Incomplete Status A status assigned to a LOCET which is incomplete for any reason. I.e., for contracted call center calls, the caller is unable to complete the call for any reason. When the intake analyst has completed “Signature” and “date” in item J.19C and all Pathways are not completed on LOCET, then the system will assign incomplete status.

Informant The informant is the person who supplies information to the intake analyst for the LOCET. The informant and the personal representative may or may not be the same person. It is important to determine the relationship of the informant with the applicant.

Intake Analyst Specially trained personnel who administer LOCET to applicants or their informant(s).

Limited Assistance Assistance of non-weight bearing nature 3 or more times in look-back period.

LOCET The Louisiana Level of Care Eligibility Tool; a scientifically developed and research-based evaluation tool which will be utilized in the determination of Level of Care for entry to long-term programs.

LOCET Individual Summary Page (LISP) A summary page which can be printed for each LOCET. It will list the pathway of eligibility (if any), the presence of Imminent Risk, and the status of the LOCET.

³ Morris JN, Fries BE, Bernabei R, et al. p.98.

⁴ Ibid. p.118.

LOCET Status An assignment of a disposition of the LOCET. In most cases the system will assign the status automatically. A manual override of status by a LOCET administrator will occur in very few instances.

LOCET Status: Incomplete A status assigned to a LOCET which is incomplete for any reason. When the intake analyst has completed “Signature” and “date” in item J.19C and all Pathways are not completed on LOCET, then the system will assign incomplete status.

LOCET Status: Pending Medical Statement A temporary status assigned to certain LOCETs. For eligibility determined only in Pathways 3, 4, or 5, Pending Medical Statement status will be assigned because of the need for the Statement of Medical Status to document the active or unstable conditions noted in those Pathways. After a Pathway 3, 4 or 5 Determination has been rendered, Pending Medical Statement Status will be changed to “Approved” or “Denied.” Pending Medical Statement Status will revert to “Closed” status if complete medical documentation is not received by the reviewer within 30 days. A Closed LOCET may be reopened upon receipt of Medical Documentation after the 30 day request period.

LOCET Status: Unknown A status assigned to a LOCET which has not been “signed” by the Intake Analyst in the appropriate area. Unknown Status is commonly the result of a system user starting a LOCET and abandoning it when it was discovered that the LOCET was not the appropriate document to open.

Long Term Personal Care Service (LT PCS) A State Plan program which offers assistance to Medicaid recipients and allows them to remain in their homes rather than going to a nursing home.

Long Term Care Programs Any/all programs available for individuals 55 to 65 or older and those individual adults with disabilities (i.e. EDA, ADHC, NF, etc.).

Look-Back Period A period of time in which a LOCET item is evaluated. The length of the look-back period being evaluated will be noted for each item in the LOCET. The first day of the look back period is the day the LOCET is being administered, “looking back” 24 hours a day for the prescribed number of days noted for each particular LOCET item.

Nursing Facility A facility that operates 24 hours a day serving two or more persons who are not related by blood or marriage to the operator and which provides maintenance, personal care, or nursing for persons who, by reason of illness or physical infirmity or age, are unable to properly care for themselves.

Office of Aging and Adult Services (OAAS) Program office within the Department of Health and Hospitals. OAAS is responsible for the administration of Medicaid long term service programs for adults with disabilities or who are elderly.

PACE Program of All-Inclusive Care for the Elderly A program which offers pre-paid, capitated, comprehensive health care services in a specific geographic area. The services are designed to assist elders 55 and older to live in their homes in the community as long as it is medically and socially feasible. PACE programs coordinate and provide all needed preventive, primary, acute and long term care services. All Medicare and Medicaid services must be covered services, including physician, hospital care, and nursing facility services.

Parenteral feedings Introduction of a nutritional substance into the body by intravenous (I.V.) means.

Pathway An avenue of eligibility which will identify applicants who meet one set of criteria for Louisiana's Long Term Supports programs.

Pathway 3, 4 or 5 Determination A process in which an OAAS-designated Reviewer will review LOCET documentation. This will occur when the applicant is determined to meet Level of Care criteria only in Pathway(s) 3 or 4 or 5. The OAAS-designated Reviewer will review the Statement of Medical Status to determine if the acute or active medical condition(s) noted in Pathway(s) 3 or 4 or 5 is substantiated on the Statement of Medical Status.

Pathway An avenue of eligibility which will identify applicants who meet one set of criteria for Louisiana's Long Term Supports programs.

Peritoneal Dialysis Removal of toxic substances from the body by perfusing a sterile substance through the peritoneal cavity (i.e. renal failure).

Personal Representative A person who represents the interests of the applicant who is not capable of self-direction. The function of the personal representative is to accompany, assist, and represent the applicant in the program evaluation process, and to aid in obtaining all necessary documentation for the agency's evaluation for services. The personal representative has the authority to make decisions for the applicant concerning all aspects of various programs administered by the Department of Health and Hospitals (DHH). The Personal Representative may not be a paid provider of services for the applicant. If an applicant wishes to appoint a personal representative, the form OAAS-RF-06-003 must be completed and submitted with all other required documents.

Power of Attorney A written document in which one person (the principal) appoints another person to act as an agent on his or her behalf, thus conferring authority on the agent to perform certain acts or functions on behalf of the principal.⁵

⁵ <http://legal-dictionary.thefreedictionary.com/Power+of+Attorney>

Primary Physician A physician who performs continuing care for an individual. A primary physician may oversee or be aware of all treatments for an individual which are done by other physicians.

Program Choice Form Letter sent to applicant which serves two purposes: It states the LOCET approval determination and it requests the applicant to state his or her choice of program(s).

Program Denial Notice Letter sent to applicant who is denied on LOCET giving the applicant appeal rights.

Program Requirements Requirements which must be met for eligibility in any of the programs administered by the Department of Health and Hospitals. Program requirements vary from program to program.

Shelter Temporary housing established for evacuees or for persons who are homeless.

Statement of Medical Status (SMS) A form (OAAS PF-06-009) designed to gather current medical information to use in eligibility determination, service planning and care for home and community-based or nursing facility services. The SMS elicits information about the client's address and other demographic data, medical information regarding diagnoses, medications, special care procedures, and hospitalizations within the previous 2 years. Additional information regarding the client's most recent physical exam findings is recorded on the SMS, including vital signs, range of system findings and the last two office visit dates. The physician's name and address are shown on the form, and it must be signed by the physician, the physician's assistant, a nurse practitioner, registered nurse or a licensed practical nurse.

Status An assignment of a disposition of the LOCET. In most cases the system will assign the status automatically. A manual override of status by a LOCET administrator will occur in very few instances.

Tutor The legal guardian of a minor and of the minor's property.⁶

Weight bearing support For example, "Holding weight of one or both lower limbs, trunk."⁷ May also include holding the weight of the arm(s).

⁶ <http://www.thefreedictionary.com/tutor>

⁷ Morris JN, Fries BE, Bernabei R, et al. p.79.